

Fremont Public Library District  
Regular Monthly Board Meeting  
February 21, 2019

1.0 Call to Order

President Mallquist called to order the regularly scheduled monthly meeting of the Board of Library Trustees for the Fremont Public Library District at 6:30 p.m. on Thursday February 21, 2019.

2.0 Roll Call

Trustees Present: Steve Hoenig, Carol Mallquist, Jenny Ross, Tony Vasquez, Terri Voss, Marla Wolf, and Terry Wood

Also Present: Scott Davis; Director

3.0 Approve Agenda

Trustee Hoenig made a motion to approve the agenda for the Fremont Public Library monthly Board meeting dated February 21, 2019 seconded by Trustee Vasquez. The motion passed by voice vote.

4.0 Concerns of the Public

Amber Reid-Schwenk, candidate for one of the Trustee open positions attended the Board meeting to observe and get an idea of how the Board operates.

5.0 Correspondence

1. Illinois Dept. of Labor sent multiple revised Prevailing Wage rates for Lake County since last month.
2. Illinois Dept. of Revenue sent notice that the CPI (Consumer Price Index) for tax year 2018 was 1.9%.
3. Illinois Local Records Authority gave the Library permission to dispose of old files and documents.
4. Daikan has merged its HVAC services business with their long-time sales partner Thermosystems, with Thermosystems taking over the maintenance/repair work in the greater Chicago region.

6.0 Secretary's Report

6.1 Trustee Ross made a motion to approve minutes of regular monthly Board meeting of January 17, 2019 seconded by Trustee Voss. Clerical error noted. The motion passed by voice vote.

7.0 Finance / Treasurer's Report

7.1 Trustee Hoenig presented the Finance Report for January 2019 for review and it will be placed on file for audit. Trustee Hoenig reviewed the balance sheet. Discussion took place regarding vending machine revenue and other line items.

7.2 Trustee Hoenig made a motion to approve Lists of Checks for February 2019 and to authorize the payment of bills and salaries, and to make transfers seconded by Trustee Wolf. Roll was called and the motion passed.

Yes: Voss, Vasquez, Wolf, Wood, Hoenig, Mallquist, and Ross

7.3 Director Davis will contact some recommended auditing firms to get proposals for audit services. The Finance Committee will need to decide if they want to hold a special meeting to review the proposals or do so during a regular Board meeting.

8.0 Policy / Planning

8.1 A preliminary discussion took place regarding paid parental/maternity leave. A few area libraries recently added this to their employee benefits package as a means of attracting new employees and reducing employee turnover. Director Davis said there are bills on both the state and federal level addressing paid parental leave which should be monitored before a new policy is introduced.

Discussion took place regarding the draft of a revised Emergency & Disaster plan. An active shooter procedure was to be added to the current policy. However, Director Davis suggested that the procedures that staff should follow in the event of an emergency should be removed from the policy. He suggested that the Board policy should simply state that the Library has an Emergency & Disaster plan. Trustee Voss asked if the library would incur additional liability of an emergency event occurred that was not planned for in the policy/procedure. Davis said that was doubtful, but would consult with attorney.

9.0 Personnel - No report

10.0 Physical Facilities

10.1 Davis received proposals from two architectural firms for the lighting project, and is recommending Enberg Anderson for the project. They have engineering and evaluation experience with our facility having previously done two capital replacement studies. They will provide design, engineering, bidding and contract administration

services. Davis recommends including two optional services provided in the proposal. One is to do the design work for staff areas with a not-to-exceed amount and the second is enhanced commissioning work during the course of the project and not just at its conclusion.

10.2 Trustee Wolf made a motion to approve Resolution No. FY 2018-19-102, A Resolution Authorizing the Approval of a Contract for Lighting Replacement Project Pending Attorney Approval, seconded by Trustee Voss. Roll was called and the motion passed.

Yes: Voss, Wolf, Hoenig, Ross, Mallquist, Vasquez, and Wood

#### 11.0 Board Presidents Report

Trustee Mallquist reported on the annual Legislative Breakfast she attended on February 18.

11.1 Trustee Wolf presented an update on the financial report from the Friends' recent book sale. Anyone interested can work at the book sales and not be a member of the Friends although new membership is welcome.

#### 12.0 Library Director's Report

12.1 ILA (Illinois Library Association) Public Policy Committee is keeping busy by tracking bills being presented in Springfield.

Last year there was a change in the law regarding qualifications to become a library district trustee; however this did not impact municipal libraries. A bill has been introduced to make the requirements the same for all types of public libraries.

Libraries are not allowed to utilize performance contracting under the state's energy incentive act. ILA is trying to get the definition of local government to include libraries, as it does in the state's Constitution.

The Illinois House voted to hike the minimum wage to \$15 per hour by 2025. The Library currently pays over the minimum wage for entry level positions, but nowhere near the level that the new law requires. The Library will start the process of determining its overall impact on the budget and staffing.

12.2 Davis reported on the annual Legislative Breakfast he and Carol Mallquist attended. This year the format changed to include more one on one conversations with State and Federal Representatives. Plus patrons from different library's presented their personal library stories and what the library means to them.

Davis attended the Mundelein Economic Business Coalition meeting. He spoke with officials from the high school STEAM lab and GLMV Chamber of Commerce about possible partnerships.

12.3 Discussion was held regarding situations when the library alters operations due to severe weather, which seems to be occurring more frequently in recent years. Establishing a set of criteria that would trigger closings was discussed using an example recently enacted by an area library.

#### 13.0 Adjournment

Trustee Voss made a motion to adjourn at 8:45 p.m. seconded by Trustee Hoenig. The motion passed.

Approved 03/21/09

/s/Jenny B. Ross, Secretary